

**JOB ADVERTISEMENT****INCLUSION MAINSTREAMING OFFICER****Starting date: October 2018****Deadline for applications: 1st October 2018****Number of Positions Available: 01****Place of work: Juba****Weekly hours: 40****Contract duration: 12 Months (3 months' probation)****Working Day/time: Monday – Friday (08:30 AM – 05:00 PM)****Salary : According to HI salary policy – non negotiable****Background**

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatoria and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to the needs of people with MHPSS (Mental Health & Psychosocial Support) needs and disabilities in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is prepositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

In 2018, HI program activities include;

- Protection program in Juba PoC and Urban Juba Camps, psychosocial support and targeted assistance to persons with specific needs.
- An emergency flying team providing MHPSS, rehabilitation, and inclusion services across the country
- A Victim Assistance project based in Juba and Yei including rehabilitation and livelihood activities
- A new Inclusive Mental Health & Psychosocial Support project in Yei, Juba, Torit, and Yambio providing mental health and inclusion activities and services, working with beneficiaries and service providers.

This Project

This project is collaboration with the DFID Humanitarian and Resilience Program in South Sudan (HARISS). The aim of the HARISS program is to provide life-saving support to the women, men, and children of South Sudan and enable them to cope with the onset of new shocks. The HARISS program works to ensure that quality programming reaches those that need it the most. The HI project will ensure that the most vulnerable individuals are able to access and benefit from these services.

Job Purpose

Under the direct supervision of the Inclusion Technical Advisor for Disability Mainstreaming in Humanitarian Action and in close collaboration with all HI staff, part of the DFID HARISS project, the **Inclusion Mainstreaming Officer** will implement activities to ensure disability inclusive humanitarian assistance within the HARISS program, partners' projects and related data systems, as well as within all HI Mental Health and Psychosocial Support interventions. S/he will be responsible for conducting trainings, workshops, and other inclusion activities with HARISS partners in Juba, Yei, Torit and Yambio. The **Inclusion Mainstreaming Officer** will work together with HARISS partners and HI staff and partners at Juba level, as well regularly visit Yei, Yambio and Torit.

HIERARCHICAL RELATIONSHIPS

Line manager: Inclusion Technical Advisor

Key Responsibilities

Project assessments, planning and implementation

- Together with the Technical Advisor for Disability Mainstreaming in Humanitarian Action, meet different stakeholders of the HARISS program and partners to implement initial assessment of their strategies, resources and action to ensure disability inclusive humanitarian action and help to assess their learning needs on disability inclusion
- Implement activities to collect relevant data on resources, good practices and factors of discrimination based on disability within the HARISS program at institutional, program, service delivery and community level. These activities include fully accessible participatory workshops, sensitization sessions, Focus Group Discussions, Key Informant Interviews, Observations and documentation review
- Collect and report good-practices among humanitarian stakeholders towards the protection and inclusion of people with disabilities in South Sudan, in line with UNCRPD, especially article 11 and contribute to the reporting and dissemination of good practices
- Identify and assess the interest and resources of local organization and actors representing people with disabilities and disability activists to engage towards disability inclusive humanitarian action and develop together with the Technical Advisor for Disability
- Mainstreaming in Humanitarian Action strategies for capacity building and joint activity implementation.

- Continuously monitor and evaluate the progress made by humanitarian stakeholders and partners to adapt the capacity building, advocacy and sensitization activities, as indicated in the strategy and partner's action plans

Development of Tools and approach

- Contribute to the finalization of the methodology and tools for the participatory assessment of factors of discrimination within the HARISS program at institutional, program, service delivery and community level based on your experience.
- Contribute the finalization of capacity building tools for different HARISS partners together with the Technical Advisor for Disability Mainstreaming in Humanitarian Action based on existing and tested tools in country and global and national frameworks (DFID Disability framework, CRPD, the WHS charter, protection mainstreaming toolkit, UNHCR guidance note and the future IASC guidelines on the inclusion of persons with disabilities in humanitarian action)
- Contribute to the development of awareness raising and advocacy messages together with local organizations representing people with disabilities and the Technical Advisor for Disability Mainstreaming in Humanitarian Action
- Help to harmonize all tools with other mainstreaming initiatives such as protection, age and gender mainstreaming within the humanitarian response
- Help to update and ensure a good quality of capacity building materials on disability inclusion based on feedback and lessons learned together with local partners, during the course of the project
- Help to develop and update an induction package for HI staff and DFID partners on disability inclusion in south Sudan by contributing to the Term of Reference, outline and toolbox content

Capacity building

- Implement sensitization and capacity building activities to ensure disability inclusive monitoring and evaluation practices, systems and tools through the collection of reliable and comparable disability data (by using the Washington Group set of Questions and barriers and facilitators assessments)
- Sensitize all DFID staff on disability in South Sudan, disability inclusive humanitarian action and relevant global and organizations frameworks and commitments (DFID Disability framework, CRPD, the WHS charter, National Disability and Inclusion Policy, UNHCR guidance note and the future IASC guidelines on the inclusion of persons with disabilities in humanitarian action)
- Contribute to the organization of regular capacity building initiatives and participative workshops and with DFID HARISS partners and help to provide recommendations on disability inclusive humanitarian action.
- Provide sensitization and capacity building initiatives to all HI staff within the DFID MHPSS project and help to develop and update an induction package for all staff
- Ensure that beneficiaries and partners are aware and comply with HI protection policies including the code of conduct and PSEA policy –Prevention of Sexual Exploitation and Abuse.

Documentation and reporting

- Regularly reporting on the activities of the DFID program (activity reports, meeting minutes, attendance sheets, indicator reporting, review weekly and monthly objectives, etc.) in Compliance with M&E tools as per requested by the Technical Advisor for Disability Mainstreaming in Humanitarian Action
- Follow-up and update capacity building and sensitization plans based on the identified needs, interest and feedback
- Contribute to the production of barriers and facilitators assessment reports, reporting of evidence-based practices and lessons-learned in collaboration with Technical Advisor for Disability Mainstreaming in Humanitarian Action
- Help monitor and evaluate the relevance of implemented activities together with the Technical Advisor for Disability Mainstreaming in Humanitarian Action according to the desired outcomes of the inclusion strategy and contribute to the collection/compilation of relevant data for internal and external monitoring and reporting purposes as required.

Representation

- Representation of the disability mainstreaming approach as per program strategy within all kind of coordination meetings (Government meetings, clusters, working group, as relevant) when needed
- Representation of HI towards local authorities and local associations upon request
- Report any relevant information and analysis related to disability mainstreaming to relevant stakeholders
- Ensuring coordination and coherence of our intervention amongst local and international actors, avoiding duplication and promoting complementarities
- Attend coordination meetings, working groups and travels to field locations implement and monitor the activities

Administrative functions

- Participate in preparation of procurement plans and initiation of procurement process as well as delivery of supplies and IEC materials to user locations or beneficiaries.
- Any other relevant duties and responsibilities assigned by line manager or the Project Manager.

Other

- Any other duties and responsibilities assigned by the Inclusion Technical Advisor that is within the post-holder's expertise and experience.

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

Eligibility/Qualifications

- BA/S in Humanitarian Action/ Development studies or social fields (anthropology, psychosocial, sociology, social work, protection)
- Minimum 3-4 years' experience in working with INGOs and/or DPO's and disability activist groups
- Experience in projects related to the protection, respect of rights and/or Inclusion of persons with disabilities
- Experience in advocacy related to human rights, including disability, gender, age or other factors of discrimination with government, NGOs, local authorities
- Experience in the design and implementation of participatory and fully accessible assessments of environmental and attitudinal barriers and facilitators of access
- Experience in the design, implementation, monitoring and evaluation of capacity building and coaching on disability inclusion, including promoting participation, empowerment and universal accessible design and reasonable accommodation
- Fluency in written and spoken English is mandatory, Arabic is desired
- Strong interpersonal and intercultural skills
- Capacity to work respectfully and successfully with people with disabilities
- Strong communication, presentation and reporting skills
- Strong organizational skills
- Good computer and IT skills
- Global knowledge on disability inclusion in humanitarian action is desirable
- Observe and respect and promote HI's protection Policies

HOW TO APPLY

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before **5:00 PM** on **1st of October 2018** through physically or email to: recruitment@southsudan.hi.org

Humanity & Inclusion

**Hai Malakal, plot No 83, Block AXIII
Juba, South Sudan.**

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities

